

# Communication Audit: Managing Meetings

Leader: \_\_\_\_\_ Purpose: \_\_\_\_\_ Rater: \_\_\_\_\_

## A. Preparing for the Meeting

1. Consult with participants before meetings to brief them and exchange information.....	1 2 3 4 5
2. Provide annotated agenda describing/explaining each item, listing time & responsibility...	1 2 3 4 5
3. Prepare and distribute a meeting memo & agenda in advance (e.g., a week - 48 hours).....	1 2 3 4 5
4. Redistribute copy of agenda in the meeting room before the meeting starts.....	1 2 3 4 5

## B. Conducting the Meeting

5. Start and end the meeting at advertised times.....	1 2 3 4 5
6. Open meeting w/news, story, facts, etc., designed to grab participants' attention/interest...	1 2 3 4 5
7. Give the leaders's orientation speech at the beginning of the meeting.....	1 2 3 4 5
8. State the meeting's objectives (purpose) at the beginning of the meeting.....	1 2 3 4 5
9. Begin meeting with explicit review of agenda.....	1 2 3 4 5
10. Keep the meeting and discussions moving forward.....	1 2 3 4 5
11. Stimulate different ideas/problem solving/information flow.....	1 2 3 4 5
12. Maintain balance among ideas/solutions/views presented.....	1 2 3 4 5
13. Encourage participation from all participants attending the meeting.....	1 2 3 4 5
14. Complement someone during the meeting.....	1 2 3 4 5
15. Take notes on flip chart so people see the progress or on a tablet to prepare summaries....	1 2 3 4 5
16. Watch time parameters & give warnings/reminders so participants don't run over time....	1 2 3 4 5
17. Summarize the meeting's major points, decisions, agreements, etc.....	1 2 3 4 5
18. Clarify future responsibilities, implementation, deliverables, deadlines, additional dates...	1 2 3 4 5
19. Evaluate the effectiveness/productivity of meeting by soliciting comments & suggestions	1 2 3 4 5

## C. Following up the Meeting

20. Send written summary of meeting's results to participants and others (e.g., 24 - 48 hrs).	1 2 3 4 5
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Communication Audits model specific communication dimensions designed to strengthen communication abilities.  
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Total = 100